

Meeting Minutes
ST. ALBANS CITY DEVELOPMENT REVIEW BOARD
REGULAR MEETING
6:30 PM TUESDAY SEPTEMBER 03, 2019
ST. ALBANS CITY HALL, 100 NO. MAIN STREET

Final

Board Members Present: Megan Manahan Bliss, Chair; Dick Thayer; Denis LaPointe; Owen Manahan

Board Members Absent: Rebecca Pfeiffer, Vice-Chair

Staff Members Present: Chip Sawyer, Director of Planning & Development; David Southwick, Planning & Permitting Administrator; Wendy Coy, Minute Taker

1. **Call to Order** – Meeting called to order at 6:00 pm
 - a. **Pledge of Allegiance**
 - b. **Consider any additions or deletions to the agenda** – Staff suggested a reorder of the agenda to accommodate the visitors present.

Member Manahan made a motion to have item three be the first case that was reviewed. Member LaPointe seconded the motion. The motion passed unanimously.

2. **Development Review Segment– Public Hearings: None**
3. **Other Business** –
 - a. **Case #2019-010** - Snyder Construction, presentation of required materials to fulfill the conditions of a decision letter. Michelle Dufresne with Innovative Design representing Snyder Construction presented the proposed changes for the bottom part of the building and the entrances. Member Manahan expressed a concern that the changes would make the building look monolithic. Ms. Dufresne stated that it shouldn't. Member LaPointe stated that he believed it would look to monolithic as well.
 - b. **Case #2019-014** - Todd Minor, presentation of required materials to fulfill the conditions of a decision letter. Mr. Southwick reviewed the list of conditions that the DRB previously set in the approval letter. The conditions have been fulfilled.
 - c. **Case #2019-013** - St. Albans Shopping Center, presentation of required materials to fulfill the conditions of a decision letter. Mr. Southwick reviewed the conditions that the DRB previously set in the approval letter. The conditions have been fulfilled.
 - d. **Planning & Development update** – Mr. Southwick stated that they have been making progress on the new software. His goal is to have all of this year's DRB and DAB cases entered into the software. As of today, all the enforcement cases have been entered into the software.
 - e. **Enforcement update - None**
 - f. **Approval of August 5, 2019 Meeting Minutes** – D&V Member Manahan made a motion to table the minutes. Member LaPointe seconded the motion. It passed unanimously.
 - g. Confirm next meeting date and time. **Monday, October 7, 2019 6:00 PM**
 - h. **Discussion of the City's appeal of DRB decision in Case# 2019-016. Possible motion to enter Executive Session.** Dominic Cloud and Chip Sawyer were present to represent the City. Mr. Cloud stated that the City would like to understand what the DRB's concerns

were that the City didn't get an approval on the building design. Chair Manahan Bliss stated that the DRB could not discuss a current appeal with an applicant. If the Council wants to ask the DRB to represent the City's interests the DRB could discuss the appeal with the appellant. Mr. Sawyer stated that the City wanted a more interactive session with the DRB rather than a deliberative session. The City is going to appoint council for the DRB and a member of the DRB will be appointed to enter the appearance.

i. **Other** - none

4. **Public Comment** – None

5. **Enter Deliberative Session** – Member Manahan made a motion to enter deliberative session. Member Thayer seconded the motion. It passed unanimously at 6:35.

FINAL

St Albans Development Review Board - Regular Meeting
3-Sep-19

Thank you for attending. Please sign in

NAME	ADDRESS	EMAIL	PHONE
Innovative Design Inc. Michelle Dubois	52 Piquis Rd. Fairfax, VA	rmdufres@sover.net	802-849-7956
Chip Sawyer	City	City	City
D. Clark		City	